



CHILD AND YOUTH CARE EDUCATIONAL ACCREDITATION BOARD OF CANADA

Policy and Procedure Manual

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CANADA

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SECTION ONE: CORPORATION

1.1 Corporate Name

The corporation shall be known as the Child and Youth Care Educational Accreditation Board of Canada, also identified as CYCEAB.

1.2 Mailing Address

All mail correspondence needs to be addressed to the following mailing address:

CHILD AND YOUTH CARE EDUCATIONAL ACCREDITATION
PO Box 414
Fort Macleod, AB T0L 0Z0

1.3 Corporate Status

The CYCEAB is a not-for-profit, non-soliciting corporation registered with Corporations Canada under the Canada Not-for-profit Corporations Act. The Corporation number is 822704-7. It was incorporated in August of 2012.

1.4 Mission Statement

To ensure excellence in child and youth care education and ongoing quality enhancement through the assessment and review of post-secondary programs.

1.5 Vision Statement

Leading excellence in child and youth care post-secondary education across Canada and around the globe.

1.6 Mandate

The Child and Youth Care Educational Accreditation Board of Canada (CYCEAB) is charged with the accreditation of child and youth care post-secondary programs. CYCEAB accreditation activities document efforts to be accountable to children, youth, and families; students; faculty; and professionals.

1.7 Corporation Logo

The corporation has one logo:



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1.8 Annual General Meeting

An Annual General Meeting (AGM) will be held each year for members according to the bylaws. All matters affecting the bylaws of the corporation must be brought before and voted upon at the AGM. An Annual Report summarizing the activities, programs, events, and finances of the year will be issued to each member and board member. The annual election of the Board of Directors will take place at the AGM in accordance with the bylaws.

1.9 Membership

Membership in this organization shall be open to all institutions, organizations, or associations who are committed to the purposes for which the organization has been established. Members are invoiced for an annual membership fee which covers each calendar year.

1.10 Bylaws

The CYCEAB bylaws are reviewed annually by the Board of Directors. All changes must be approved at the Annual General Meeting.

SECTION TWO: FINANCIAL

2.1 Fiscal Year

The fiscal year of the corporation is the 12-month period from July 1 of one calendar year to June 30 of the next calendar year.

2.2 Year-End

The members will appoint an auditor at each annual meeting. The auditor may not be a director, officer, or employee of the corporation or of an affiliated corporation, or associated with that director, officer, or employee, unless all members have consented.

The auditor will review the accounts of the corporation annually, with a full audit to be conducted every three (3) years and will report to the members at the annual meeting on whether these financial statements are fairly presented in accordance with generally accepted accounting principles.

2.3 Control and Retention of Finances

All finances of the corporation are under the control of the Board of Directors. The Treasurer, under the direction and approval of the Board of Directors, administers all finances of the corporation.

Procedures:

Signing of Cheques. All cheques issued, and/or electronic funds transferred on behalf of the corporation, will occur under the authority of the Treasurer, President, and/or Operations Manager and Senior Governance Officer. Financial records will be kept for seven (7) years. These records will be held at the CYCEAB office or on the official file-sharing platform.

Execution of Documents. The President, in addition to another Executive Committee member, will have the authority to sign documents on behalf of the corporation. Two signatures are required.

SECTION THREE: ACCREDITATION PROCESS

3.1 Program Eligibility

CYCEAB member institutions are eligible to apply for accreditation of post-secondary CYC programs. Applicants for accreditation must hold current membership, and CYCEAB-accredited programs must maintain annual membership fees to retain accreditation during the seven-year period granted by the Board of Directors.

3.2 Application Process

The application process will follow the Accreditation Process Flowchart outlined by the CYCEAB and provided on the CYCEAB website. In applying for accreditation, applicants will be required to complete and submit the "Application for Accreditation" document, which identifies a pre-accreditation checklist (part I), as well as the application form (part II). The application form for accreditation is located on the CYCEAB website and it is to be submitted via email to: admin@cycaccreditation.ca. Application fees are due and payable at the time of application. Applications are accepted by September 15th of each calendar year.

The Board of Directors formally receives accreditation applications at its first meeting in September of each year for information only. Each accreditation applicant determines their own readiness to complete the accreditation process. The potential accreditation applicant contacts the Accreditation Coordinator who can assist them in determining their readiness. CYCEAB will issue an invoice for the accreditation fee with a letter to the successful applicant communicating the date by when the accreditation process is to be completed. This date will allow for 24 months from the time the board formally receives the application to when it makes its decision on granting accreditation. The Accreditation Coordinator is available throughout the accreditation process to answer questions and support the program as they engage in the accreditation process.

Institutions applying for the accreditation of multiple programs, each with their own unique credential or separate faculty at a separate site, are required to submit separate applications for each credential and site and pay full application and accreditation fees for each application. See Appendix A – Description of Fees.

3.3 Confidentiality

Throughout the accreditation review, all documentation and correspondence between the accreditation applicant and their team, CYCEAB Board of Directors, CYCEAB contract staff, reviewers, Recommendation Panel members, and other affiliated persons will be deemed confidential by the CYCEAB. All individuals who have access to information and materials submitted by the applicant under review will maintain confidentiality of this information outside the proceedings required for the accreditation process.

Procedures:

All individuals who provide a service to CYCEAB will be required to sign a confidentiality statement, attesting that they have read and understood the CYCEAB policy on confidentiality and that they will follow its directives.

Documentation collected by contract staff, reviewers, and the Recommendation Panel will be treated as confidential. Reviewers and panel members will dispose of all digital and printed copy used in the accreditation process, in a manner that preserves confidentiality once the Board of Directors has made the accreditation decision. The accreditation documentation will be kept by CYCEAB in a secured virtual space.

CYCEAB may also seek consent from accredited programs to make use of selected documents for research or reference purposes. All data collected will be stored in a secured virtual location administered by contract staff.

Once a final accreditation decision is made by the CYCEAB Board of Directors (including those arising from any appeal procedure), the result will be made public by adding the name of the program to the list of accredited programs on the CYCEAB website. CYCEAB board directors, contract staff, or other affiliated persons will not disclose information regarding programs that have applied for but have not received CYCEAB accreditation.

3.4 Conflict of Interest

CYCEAB acknowledges that service with CYCEAB as a board or committee member, reviewer, contract staff, or as any other affiliated person may result in conflicts of interest related to the accreditation process. Conflict of interest arises when such a member or individual may advance outside interests or gain advantage from an accreditation decision. To prevent such a conflict, individuals representing CYCEAB cannot participate in any accreditation decision-making capacity if they have a close association with a program or institution that is being considered for accreditation.

Procedures:

CYCEAB board and committee members, reviewers, Recommendation Panel members, contract staff, or other affiliated persons who provide service to the CYCEAB are expected to disclose any real or perceived conflicts of interest with accreditation applicants to the CYCEAB Board of Directors and to remove themselves from discussions and decisions related to these.

CYCEAB board and committee members, reviewers, contract staff, and other affiliated persons need to consider their roles in the CYCEAB related to the relationships that exist between them and an institution or program seeking accreditation. The following is to be considered:

- Employment as faculty, staff, or consultant by the institution or program seeking accreditation.
- Status as a student at the institution.
- Current involvement of close family or relatives in the program as students or as an employee.
- Current involvement in an unpaid position with an institution where it is directly related to the accreditation applicant (e.g., Advisory Board, Board of Trustees, guest speaker).
- Participation as an adjunct professor or involvement in joint research or curriculum development which is directly related to the applicant.
- Any reason that might influence an unbiased decision from an individual.

CYCEAB board members and contract staff cannot serve as reviewers while they are active in their board and staff positions. Committee members may serve as reviewers if their application to serve as a reviewer is approved by the Board of Directors. However, they cannot participate in any decision-making capacity concerning the accreditation of any program that is being considered for accreditation if they have a current and close association with that program or institution. It is the responsibility of individuals to reveal any such present or potential conflict of interest to the CYCEAB Board of Directors.

Programs under review may request a change of reviewer if they perceive a conflict of interest. Such a request must be submitted in writing to CYCEAB as soon as a conflict is identified and state the nature of the conflict.

3.5 Accreditation Process and Timelines

The Board of Directors provides a deadline for the accreditation applicant to complete the accreditation process within 24 months of formally receiving the accreditation application. CYCEAB contract staff will work supportively with the applicant to ensure that the process for completion is manageable and in agreement by both parties. This will include agreement to follow the process and timelines listed on the Accreditation Process Flowchart, which is posted on the CYCEAB website.

CYCEAB has a standard, or rather a question in service to a standard: **How does the CYC post-secondary program ensure quality in the delivery of education and training for those who serve children, youth, and families?** The accreditation activities including the site review are part of the process of answering this question.

The general timeline for the accreditation process, which some accreditation applicants have found helpful, is outlined below but variations can occur. Each accreditation applicant will address the specifics of the 24-month timeline in their own way while following the specific milestones, e.g., submitting the Response to the Reviewer's Report within four weeks of having received the Reviewers' Report. To complete the accreditation process in 24 months, a successful Self-Study Report submission needs to occur by February in Year Two of the accreditation process.

Year One

- By September 15: Accreditation applicant submits completed accreditation application.
- September: Board formally receives application. All fees are paid.
- October-February: Supporting evidence-based data is collected.
- September-June: Self-Study Report is completed and submitted.

Year Two

- September-October: Upon a successful submission review, arrangements are made for a site review with assigned reviewers. A required second submission can change these timelines.
- By the end of February: Site review will be completed.
- March: Reviewers complete their report and submit it to CYCEAB contract staff within four weeks of completing the site review.
- March: Reviewers' Report is submitted to accreditation applicant.
- April: Accreditation applicant completes Written Reply to Reviewers' Report within four weeks of receiving the Reviewers' Report.

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- May: Recommendation Panel reviews accreditation documents and submits their recommendation to CYCEAB office.
- June/September: Board reviews recommendation and information provided by the accreditation applicant and reviewers as required. Accreditation decision is made and communicated to the accreditation applicant. The board does not meet during July and August.

Procedures:

- 3.5.1** The accreditation process will follow the Accreditation Process Flowchart which is provided on the CYCEAB website. The Accreditation Coordinator will be available for regular consultation throughout the accreditation process. In circumstances that impact the timelines of an applicant's accreditation process, communication with the Accreditation Coordinator is essential.

Applicants are required to use the versions of the Self-Study Guide and Site Review Guide for the year that the application was formally received by the CYCEAB Board of Directors.

Assignment of Reviewers

Once the accreditation applicant is approaching the time to submit their Self-Study Report, they must provide a general scheduling block for a site review to the Operations Manager and Senior Governance Officer. The manager, in consultation with the Chair of the Human Resources Committee, will assign two board-approved reviewers to the accreditation application.

The manager provides the names of the reviewers to the accreditation applicant before the submission review and the contact information following the submission review. The applicant and assigned reviewers are not in contact with each other until a successful submission review of the Self-Study Report is completed. By providing the names of the assigned reviewers to the accreditation applicant prior to the submission review, the applicant will have an opportunity to declare a conflict of interest should they perceive one exists. This declaration would be made to the Operations Manager.

Assigned reviewers are asked to self-declare conflicts of interest in advance of their assignment to the Operations Manager.

Should the projected dates for a site review change, the accreditation applicant must provide a new scheduling block of dates to the Operations Manager. The manager will then confirm the availability of the reviewers for the site review or, if required, assign one or two new board-approved reviewers for the site review.

Self-Study Report

The applicant will complete a Self-Study Report as outlined in the Self-Study Guide, which is posted on the CYCEAB website. The self-study is the foundation of the CYCEAB accreditation process. It reflects the intent to respect the individual character and context of each CYC post-secondary education program. Applicants are expected to demonstrate how they meet the expectations outlined within the guide, in addition to how they intend to continue to enhance the quality of their CYC program. The Self-Study Guide represents extensive reflection by the CYC faculty complement, often involving the program's administration and

supporting departments who assist with providing content, reference documents, institutional reports, policies, survey data, etc.

The applicant will submit their Self-Study Report a minimum of five weeks prior to the site review by uploading their report and its supporting documentation to the official CYCEAB file-sharing site.

Submission Review

An accreditation applicant proceeds to the site review stage of the CYCEAB accreditation process following a successful submission review of the Self-Study Report and its supporting documentation. The review is completed by the CYCEAB Accreditation Coordinator and assigned reviewers.

The Accreditation Coordinator and assigned reviewers are given secure digital access to all accreditation documentation which includes the Self-Study Report and associated appendices. The reviewers must be familiar with the appropriate version of the Self-Study Guide and Site Review Guide prior to the submission review. The appropriate version of each of the accreditation documents is dated the year of the applicant's application.

A successful submission review will mean that the Self-Study Report meets the:

1. Requirements in the *What You Need* sections of the Self-Study Guide.
2. Requirements of each numbered item in the *Engaging the Evidence* sections. This means that it is evident that extensive reflection has contributed to a detailed, comprehensive narrative for each numbered item.

If the Accreditation Coordinator and assigned reviewers deem that the Self-Study Report has met the requirements for the accreditation applicant to progress further in the accreditation process, the Accreditation Coordinator will advise the applicant that their submission was successful. The accreditation applicant can now move to the site review stage.

If the submission review reveals that further information is required in the Self-Study Report, the Accreditation Coordinator will advise the accreditation applicant that they have an opportunity to revise the report and submit it for a second review. The AC will advise the accreditation applicant on the areas requiring revision.

If a second submission of a revised Self-Study Report is not made; or, the Accreditation Coordinator and assigned reviewers determine, during a review of the revised Self-Study Report that it does not meet the requirements outlined in the Self-Study Guide, the Accreditation Coordinator will advise such to the CYCEAB President and the Operations Manager. A letter under the President's signature will then be sent via email to the accreditation applicant informing them that their Self-Study Report does not meet the requirements for them to proceed to the Site Review stage, and consequently their accreditation application has been closed. Accreditation applicants can appeal the decision, or they can re-apply for accreditation according to CYCEAB application deadlines. This ends the responsibility of the reviewers for this specific accreditation application.

Site Review and Reviewers' Report

Following the successful submission of the Self-Study Report, as approved by the Accreditation Coordinator and assigned reviewers, applicants will engage in an external review process (as outlined in the Accreditation Process Flowchart). Applicants will work directly with the assigned reviewers to schedule a virtual site review on dates that are convenient to both the applicant and the reviewers. The details of the site review will also be made by the applicant in collaboration with the reviewers.

All site reviews are virtual. Applicants are responsible for setting up and troubleshooting all technology requirements for site reviews.

Reviewers and accreditation applicants are expected to follow the site review process and description outlined in the Site Review Guide. The site review includes consultations with faculty, students, administrators, relevant individual groups including advisory committees, as well as a virtual tour of the facilities and a review of the supporting resources that are provided by the program. This process requires at least two full days or may occur over a Monday-Friday week. The site review must be scheduled during a regular academic term when students, faculty, and administrators are available.

Following the site review, the reviewers have four (4) weeks within which to complete their report. The report may include follow-up questions from the site review. The reviewers will send their report directly to the Accreditation Coordinator who will complete a check that content is complete as per the Self-Study Guide. Once the submission meets content standards, the Operations Manager completes formatting and proofreading for grammar and style before sending the Reviewers' Report to the accreditation applicant. Major edits are vetted by the reviewers prior to finalizing the report for submission to the accreditation applicant.

Applicant's Written Reply to the Reviewers' Report

Following the reception of the Reviewers' Report, the applicant will have four (4) weeks to reply in writing to the Reviewers' Report, using the template in the Site Review Guide. They will send their written response via email to the CYCEAB office.

Recommendation Panel

The Recommendation Panel is established for each accreditation application by the CYCEAB Operations Manager in consultation with the Chair of the HR Committee for each accreditation application, and it is comprised of board-approved reviewers other than those assigned as reviewers to the application. Once the CYCEAB office has received the Self-Study Report, the Reviewers' Report, and the Applicant Program's Written Response to the Reviewers' Report, the Recommendation Panel will meet to make a recommendation to the board about accreditation. To assist the Recommendation Panel in making its recommendation, the assigned reviewers will meet with the panel to provide a verbal summary of the findings of the site review and to answer any questions or provide information that is necessary for the Recommendation Panel to make its recommendation.

The recommendation on accreditation will be sent to the CYCEAB office within four (4) weeks of the receipt of materials. The format of the recommendation will follow the guidelines set out by the board and the recommendation will fit under one of the following categories: 1) Accredited with Recommendations for Improvement or 2) Deny Accreditation. The Recommendation Panel will clearly state in its report any recommendations for improvement and/or conditions and the timelines for addressing identified conditions.

Board Decision on Accreditation

At the next scheduled board meeting, the CYCEAB will initiate discussions using the Recommendation Panel's report as a basis for formulating the accreditation decision. Further exploration may be required which could take several weeks before the accreditation decision is made. Once the decision is made, the President of CYCEAB will directly contact the applicant to inform them of the decision. Subsequently, a formal letter with details of the decision accompanied by a statement to be used for promotional purposes and the CYCEAB logo will be provided to the applicant program. The applicant program will be requested to provide their institution's logo for publishing on the CYCEAB website.

3.5.2 Managing Interruptions to Planned Timelines

3.5.2.1 Request for Extension of Planned Timelines

A request for an extension can be granted when an applicant provides written documentation to CYCEAB clearly detailing the circumstances surrounding the request. An extension can be issued up to a maximum of 90 days, as approved by the Accreditation Coordinator. The Accreditation Coordinator will then report the approval of this extension to the Board of Directors and documentation will be retained for record purposes.

In the case of exceptional circumstances as determined by the Accreditation Coordinator, requests for exceptions and/or accommodations beyond the 90-day extension are to be submitted via written documentation to the Board of Directors via the CYCEAB office, admin@cycaccreditation.ca.

The CYCEAB Board of Directors will objectively determine whether an extension should be granted and provide a written response to the applicant within ten business days of receiving a request for such an extension. If an extension is granted, the accreditation applicant must pay a fee as per the fee schedule in Appendix A. An invoice for the extension fee will be sent to the accreditation applicant. The extension will not be effective until payment is received.

3.5.2.2 Applicant Non-compliance to Planned Timelines

When an applicant does not provide the required written documentation or does not conduct a site review within the stated period, the following procedures will take place:

- I. CYCEAB will provide a written notice to the applicant highlighting the specific reasons why the institution's program is in non-compliance with the CYCEAB accreditation process.
- II. The applicant deemed to be in non-compliance will have 60 days to meet the requirements to remain in good standing in their accreditation process. If no attempt is made by the applicant to remediate the situation, the CYCEAB Board of Directors can move to terminate the accreditation process. The applicant will forfeit all payments made towards the accreditation process. Should the applicant wish to proceed with accreditation after termination, the applicant will be required to make a new application to CYCEAB to begin the process anew.

3.5.3 Applicant Decision to Withdraw from Accreditation Process

There may be times when an applicant wishes to withdraw from the accreditation process after their application has been received. The applicant must provide a written notice to the CYCEAB office. The notice must clearly include reasons for the request to withdraw. All outstanding fees are required to be paid to CYCEAB at the time of request for withdrawal. Should the applicant who has withdrawn wish to proceed with accreditation after withdrawal, they will be required to make a new application and pay full accreditation fees to the CYCEAB to begin the process anew.

3.6 Accreditation Fees

The fees for accreditation consist of an initial non-refundable application fee and an accreditation fee. The fee amounts are identified in Appendix A "Description of Fees."

Applicants are responsible for the technology and associated costs used for virtual site reviews and coordinating site reviews with Reviewers.

The initial application fee is to be paid at the time of application and the balance of the accreditation fee is payable upon the board's formal receipt of the application. CYCEAB will invoice applicants for all fees.

Where an institution has more than one credential to be accredited or have separate faculty on separate sites for the same credential, it is required to submit separate applications for each credential and site and pay full application and accreditation fees for each credential and site.

Accreditation and membership are separate, and programs who are accredited are required to maintain their annual membership.

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Procedures:

A non-refundable application fee is required upon submission of the application. The balance of the accreditation fee will be due once the board has formally received the application. The accreditation fee is non-refundable. Invoices are due and payable within 30 days.

Upon approval by the CYCEAB Board of Directors, accreditation fees may be paid in instalments if a program has submitted a written payment schedule at least 12 months in advance of their planned application for accreditation. The first payment must begin at least 12 months prior to the start of the accreditation process and final payment must be paid upon receipt of the accreditation application. If the Board of Directors increases the accreditation fee amount during the period up until the institution's application for accreditation is formally received by the Board of Directors, the institution would be responsible for paying the increased cost.

SECTION FOUR: ACCREDITATION REVIEWER

4.1 Accreditation Reviewer Qualifications

There is a range of credentials amongst applicant programs, e.g., Diploma, Bachelor's Degree, Master's Degree, Doctoral Degree. Reviewers must have the minimal level of education required of faculty teaching in the program. This would typically include, but not be exclusive, to the following:

Diploma program – Bachelor's degree, Master's degree preferred

Bachelor's degree program – Master's degree

Master's degree program – PhD

Doctoral degree program– PhD

4.2 Accreditation Reviewer Recruitment and Approval Process

The recruitment of reviewers for CYCEAB is an ongoing process which occurs in part through postings on the CYCEAB website and in CYC formal publications.

All reviewer applications are received by the CYCEAB office, and they are then forwarded to the Chair of the Human Resources Committee. The Human Resources Committee evaluates each application to ensure that applicants meet all required qualifications. Once a decision has been made, the committee chair brings the committee's recommendation to the CYCEAB Board of Directors to accept or deny the application. The Operations Manager notifies approved applicants that they have been accepted to the active roster of CYCEAB reviewers.

The CYCEAB will have reviewers from all three Canadian regions, which are defined in the bylaws of the CYCEAB. The list of Approved Reviewers will be reviewed and updated annually by the Human Resources Committee.

In addition to meeting the minimum academic credentials, all reviewers will sign the CYCEAB's Confidentiality Agreement upon acceptance into their reviewer position. All accreditation site reviewers will be referred to the website for the Site Review Guide and other accreditation documents that are applicable to the applicant program. The Site Review Guide provides an overview of the accreditation process, the Reviewer's role, and a template for the Reviewers' Report.

4.3 Reviewer Selection Process from the CYCEAB's Roster of Approved Accreditation Reviewers

Reviewer selection for each applicant program will be made by the CYCEAB Operations Manager in consultation with the Chair or designate of the Human Resources Committee. Selection will be made from a board-approved reviewers list. Based on availability and other criteria as outlined below, two board-approved reviewers will be assigned to each applicant.

- One reviewer will have completed a minimum of two CYCEAB site reviews and they will work with a second reviewer who has less or equal experience with the CYCEAB accreditation process.
- One reviewer will teach or practice the CYC profession outside of the accreditation applicant's geographical region as defined by CYCEAB bylaws. The second reviewer can teach or practice the CYC profession in any of the three regions defined by CYCEAB bylaws.
- Both reviewers will self-declare in advance of their assignment that there is no conflict of interest. This self-declaration is made via email to the Operations Manager.

4.4 Accreditation Reviewer Role and Responsibilities

The primary role of the reviewers is to engage with the accreditation applicant to determine how the CYC post-secondary program educates practitioners who serve children, youth, and families and to provide this information to CYCEAB for decision-making purposes. They must maintain confidentiality of the identity of the accreditation applicant and all information associated with the site review.

Responsibilities include the following:

- Become familiar with all accreditation documents found on the CYCEAB website and ensure they are aware of all that is required for the site review.
- Complete the submission review in collaboration with the Accreditation Coordinator to determine whether the Self-Study Report and supporting documentation meet the requirements needed to progress to the site review stage.
- Review the applicant program's Self-Study Report through the lens of preparing for the site review. It is important that reviewers understand the operations and details of the program in relation to the posed question: **How does the CYC post-secondary program ensure quality in the delivery of education and training for those who serve children, youth, and families?** This information should be detailed in a reflective response to every question in the *Engaging the Evidence*. Key to this is also ensuring a thorough review of all required supporting documents identified under *What You Need* in sections 1.1 to 1.8 of the Self-Study Guide.
- Engage with the CYC accreditation applicant and ensure all components of the virtual site review are completed. Refer to Section 3 for site review requirements.
- Conduct a virtual site review, as outlined in the Site Review Guide, which includes interviewing program faculty, students, key internal departments, and relevant community individuals or groups as identified in the Site Review Guide.

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- Ensure a relevant, robust, and thorough Quality Enhancement Plan is developed in alignment with the identified areas for improvement.
- Produce a written summative report to CYCEAB for consideration towards the final accreditation decision, using the report template provided.
- Provide a verbal report to the Recommendation Panel summarizing the findings from the site review as they align with the program's Self-Study Report.
- Engage with the Recommendation Panel and the Board of Directors as needed.

SECTION FIVE: POST-ACCREDITATION

5.1 Outcome of the Accreditation Process

Upon conclusion of the accreditation process, the President of CYCEAB, on behalf of the CYCEAB's Board of Directors, will inform each applicant of the outcome of their accreditation application. The applicant will receive a letter which will identify the recommendations for improvement or the reason for denial of accreditation.

5.2 Length of Accreditation

The length of each successful accreditation will be seven (7) years, from the date of decision by the Board of Directors. To maintain accreditation status, any program that wishes to be re-accredited must begin the entire accreditation process at the 5-year mark of their seven-year accreditation period. This will ensure the 24-month process can be accommodated.

5.3 Reporting of Accreditation to the Public

CYCEAB will name the programs that have successfully completed the accreditation process on the CYCEAB website and via social media.

The CYCEAB will provide programs that have successfully completed the accreditation process with a formal letter, a certificate, and a statement of accreditation that must be used by all approved programs to communicate accreditation status accurately. Programs can choose not to publicly display the pre-approved statement and certificate of accreditation but must not in any way alter the pre-approved statement or the certificate of accreditation.

5.4 Control of Records

CYCEAB upholds ethical standards with regards to the control of records and information. Confidentiality is taken seriously.

All records of the corporation will be kept confidential and in a secure location managed by contract staff.

5.5 Revocation of Accreditation

If it is determined that a program is no longer in compliance with the accreditation criteria, the CYCEAB can revoke a program's accreditation status. The CYCEAB will notify the program of revocation and provide written notice detailing the reasons for revocation. Programs may appeal the revocation and can refer to section 5.7 "Appeal Guidelines" for details.

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The program will be directed to remove any statement or certificate indicating they are accredited with the CYCEAB from all their communications and websites. All information regarding accreditation relevant to the program will be removed from the CYCEAB website.

5.6 Discipline and Complaints

CYCEAB reviews all complaints related to CYCEAB's policies and procedures.

See Policy 5.6 for the *Service Feedback and Complaints Resolution Policy*.

5.7 Human Resources Removal

See Policy 5.7 *Human Resources Removal*.

5.8 Appeal Guidelines and Procedures

The appeals submission for accreditation status decisions or unsuccessful submission reviews of Self-Study Reports must meet all the following CYCEAB Appeals policies and procedures:

- An appeal notice must be submitted in writing by the applicant program's director/coordinator, chair, or dean, addressed to the President of the CYCEAB, and sent via email to the CYCEAB office within 30 days of the applicant receiving notification of the denial of accreditation or an unsuccessful submission review.
- A payment as per Schedule A is payable at the time an appeal submission is made.
- The appeal submission must include the reasons why the applicant deems the CYCEAB's accreditation decision or an unsuccessful submission review decision to be inappropriate.
- The applicant appealing the unsuccessful accreditation or submission review must submit all necessary documentation to the CYCEAB President, via the CYCEAB office, with the initial notice of appeal.
- The President of CYCEAB will notify the CYCEAB Board of Directors of the appeal request. The President will select a minimum of three board members to serve as part of the Appeal Committee. The Appeal Committee will select one member to chair the appeals process. Only current CYCEAB board members can serve on this committee.
- The Appeal Committee will be provided with access to all relevant accreditation documentation for the specific program including the program's Self-Study Report.

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- The Appeal Committee is responsible for meeting, reviewing all submitted documentation, and issuing a decision on behalf of the CYCEAB Board of Directors.
- The Appeal Committee's decision will be reported to the CYCEAB Board of Directors in writing by the Appeal Committee Chair. All appeal decisions are considered final.
- The President of the CYCEAB will notify the applicant of the Appeal Committee's decision in writing within ten business days of receiving the final decision.

APPENDIX A: DESCRIPTION OF FEES

Fee	Amount Owing to CYCEAB	Due
Application for Accreditation	\$250	September 15
Accreditation	\$5750	Within 30 days Following Board Receipt of Application
Accreditation Fee Extension (when an extension is approved by the Board of Directors)	\$1000	Following Board Approval of Extension Request
Accreditation Decision Appeal	\$1000	Upon Submission of Appeal
Submission Review Decision Appeal	\$1000	Upon Submission of Appeal

Institutions applying for the accreditation of multiple programs, each with their own unique credential or where there are separate faculty on separate sites for the same credential, are required to submit separate applications for each credential and site and pay full application and accreditation fees for each application.